

FEDERATION OF INDIAN GRANITE AND STONE INDUSTRY

Revised – Approved & Confirmed by the SGM held on 09.09.2017 and 28.10.2017
Approved and Registered by the Registrar of Societies, Govt. of Karnataka, Bangalore

MEMORANDUM OF ASSOCIATION

1. The Name of the Federation is “**Federation of Indian Granite and Stone Industry (FIGSI)**” herein after called the Federation.
2. The Registered Office of the Federation shall be at Bengaluru, Karnataka, India. Its operation shall be applicable to the whole of India.

The present office is at “STONA” No. 429/7, 12th Cross, Sadashivanagar, Bangalore - 560 080, Karnataka, India

3. The objects of the Federation shall be all or any combination of the following:
 - a) To Promote Granite, Marble and Natural Stone and Allied Industries at National and International level.
 - b) To promote industries for Natural Stones i.e., Mining, Quarrying, Processing, Machineries, Tools, Equipment, Consumables, C & F Agents, Logistics, Inspection, Marketing and Testing.
 - c) To promote and exchange technological developments in the field of Natural Stone Industries of India, i.e. technological upgradation.
 - d) To promote dynamic, healthy and co-operative approach to Natural Stone Industry/Trade in India and abroad.
 - e) To promote and maintain good relationship with the Natural Stones Industries and Trade in India and Abroad.
 - f) To help maintain standards in quality and recommend prices for various types and qualities of Granite, Natural Stones and finished products.
 - g) To represent before Central, State, Local Governments, Corporations and other bodies, the problems encountered by Natural Stone Industry/Trade to seek proper remedies and to extend help for suitable enactment of rules.
 - h) To publish literature, House Journal & News Letters concerning the Technology, Commerce, news and updates, related to natural stone industry.
 - i) To enlighten Members with the market conditions, various opportunities and avenues in different countries for Indian Natural Stones. Conduct Market Surveys, Workshops, send Trade Delegations, Exchange Information, Statistics, and Technological Developments for Mutual Benefit between India and other countries with a view to promote Indian Natural Stone Industry.

- j) To hold National & International Exhibitions, Fairs, Buyer-Seller Meets, Dealers Bourses, Seminars, Conferences, Workshops, Market Surveys, Promotional Campaigns for development of Indian Natural Stone Industry as a whole, on each and every aspect and open representative offices for smooth working wherever necessary.
- k) To maintain a Library with important books, publications, International and National Magazines, Gazettes, Official Notifications etc., on Natural Stones, Allied industry and other subjects.
- l) To create a modern class Research Laboratory and Development Wing equipped with all necessary equipment, machinery, tools and related items to provide service on Technology, Commerce and Industrial requirements for development and advancement of Natural Stone Industries, with the assistance from Central & State Govt. Agencies, National and International Agencies, wherever possible and necessary.

To build exhibition centre of international standard, jointly / severally with assistance from central / state govt., national /international agencies, wherever possible and necessary.

- m) To promote & Organize Training of Workmen/ Supervisors/ Executives/ Entrepreneurs of Natural Stone Industry. To establish R&D Centre, stone testing lab and establish training institute relating to natural stone industry.

Cluster Development Programmes: To assist various associations to implement and develop the cluster programmes and liaise with Govt. agencies and other Federation.

- n) To formulate various sub-committees to deal with the different disciplines concerning Natural Stone Industry, Commerce and Technology.
- o) To arbitrate and settle disputes between the Members and foreign Buyers / Sellers, among the members and other industries people, when referred to by both the Parties by resorting to ADR (Alternate Dispute Resolution) methods. To advise on the laws prevailing in the foreign country if possible and remedies available and cost of litigation. To liaise with various Chambers of Commerce, Embassies, Consulates, ECGC etc. for speedy redressal. If proved of a fraudulent act, the names of the Members/Foreign Company to be published in the house Journal for abundant caution in future dealings.
- p) To help maintain a co-operative, broad minded good spirit of business relationships among the members.
- q) To receive donation, loans, grant or other monetary and non-monetary aid from any Organisation, Association, Chamber, Institution, State & Central Government, Individual, Bank etc., to project and promote Federation goals & objectives.
- r) To co-ordinate with other Stone organisations in India and Abroad and work in harmony for growth of the Indian stone industry.

- s) To depute Members / delegates to National and International Fairs / Conferences / Seminars / Workshops etc to further the cause of the Federation.

RULES & REGULATIONS

1. **NAME:** The name of the Federation is "**Federation of Indian Granite and Stone Industry (FIGSI)**"
2. **REGISTERED OFFICE:** The Registered office of the Federation shall be at Bengaluru, Karnataka, India only. The present office is at "STONA" No. 429/7, 12th Cross, Sadashivanagar, Bangalore - 560 080, Karnataka, India.
3. **JURISDICTION:** Jurisdiction of the Federation shall extend over all the States and Union Territories of the Republic of India **and other countries of the world**. For any or all Legal Matters, Litigations, Disputes concerning the Federation, jurisdiction will remain Bangalore, Karnataka State, India.
4. **YEAR:** The financial year shall be from 1st April to 31st March.
5. **DEFINITIONS:** In these rules unless there be anything in the subject or content, inconsistent therewith; following definitions shall apply:
 - 5.1. "**The Federation**" means **Federation of Indian Granite and Stone Industry (FIGSI)**.
 - 5.2. "**These Presents**" means the Memorandum and/or the Rules and regulations of the Federation.
 - 5.3. "**Office**" means the Registered Office, of the Federation.
 - 5.4. "**Secretariat**" means Federation Head Office, headed by the **Secretary General or Chief Executive Officer** or both and **all** staff members.
 - 5.5. "**Financial Year**" means 1st April to 31st March of every year.
 - 5.6. "**Member**" means a member of the Federation.
 - 5.7. "**General Meeting**" means the General Body Meeting of the Federation.
 - 5.8. "**President**" means the President of the Federation.
 - 5.9. "**The Founder President**" means the First President of AIGSA, now the Federation.
 - 5.10. "**Past President**" means all the persons who have served in the past as President of AIGSA and the Federation.
 - 5.11. "**Vice-President**" means Vice President of the Federation.
 - 5.12. "**General Secretary**" means General Secretary of the Federation elected from **among the** Executive Committee members.

- 5.12 (a). **“Joint Secretaries”** means Joint Secretaries of the Federation elected from **among the** Executive Committee members.
- 5.13. **“The Treasurer”** means Treasurer of the Federation.
- 5.14. **“The Joint Treasurer”** means Joint Treasurer of the Federation.
- 5.15. **“Committee”** means the “Executive Committee (EC)” of the Federation.
- 5.16. **“Office Bearers”** means The President, Vice Presidents, General Secretary, Joint Secretaries, Treasurer and Joint **Treasurer** of the Federation elected by **the** Executive Committee.
- 5.16 (a). **“Executive Committee”** means the **body consisting of** elected members of the Executive Committee, Founder President, Imm. Past President, Co-opted Members and Patron members.
- 5.16 (b). **“Co-opted Member”** means **a member** who **has** been co-opted by the Executive Committee.
- 5.17. **“Advisory Committee”** means a committee comprising of Founder President, Imm. Past President and all Past Presidents and the present President, with the present President as **Chairman**.
- 5.18. **“Disciplinary Committee”** means **a** committee constituted by the EC from time to time, on case to case basis, **consisting** of three persons out of which one person will be appointed as **the** Chairman of the committee to look into any violation of clause no. 7.8 and its sub clauses of the rules and regulations of the Federation and to obtain legal opinion before recommending to EC for taking suitable action.
- 5.18 (a). **“Sub Committee”** means a committee constituted by the Executive Committee **to give proper representation to each branch of various disciplines of the industry, important activities of the** Natural Stone Industry and important activities of **the** Federation.
- 5.19. **“Register”** means the membership Register of the Federation containing records of all **it’s** members of various categories **from** all zones across India and **other countries**.
- 5.20. **“Secretary General”** means a paid **professional** employed by the **“Federation”** designated to discharge all duties entrusted by the President / Executive Committee.
- 5.20 (a). **“Chief Executive Officer”** means a paid **professional** employed by the **“Federation”** designated to discharge all duties entrusted by the President / Executive Committee.
- 5.21. **“Authorised persons”** means authorised **representatives** of the member as mentioned in clause no. 7.10.

5.22. **“Natural Stone Industry means”** Decorative and Ornamental **Natural Stone** Industry of India and other countries, connected with Granite, Marble, Slate, Sandstone, Quartzite, limestone, **Travertine, Onyx** and other natural stones, **it’s** Quarrying, Processing, Trading, Exporting, Importing, Selling and all those people involved in this industry, including service providers like inspection agents, C & F Agents, **Geologists Surveyors, Mining Engineers / Agents / managers, machinery and tool manufacturers and suppliers.**

5.23. In this memorandum of Federation and rules and regulations wherever masculine gender is used it will be applicable for feminine gender also as the case may be.

5.24. Decision by voting: All decisions by voting to be decided by simple majority unless otherwise specified.

6. **AIMS AND OBJECTIVES:**

6.1. To promote Indian Natural Stone Industry in **its** various aspects **in India and other countries all over the world.**

6.2. To promote and exchange the Technological developments in the field of Natural Stone Industry.

6.3. To promote healthy & co-operative approach to exchange technological developments in the Natural Stone Industry/ trade including entering into MOU (Memorandum of Understanding) with Natural Stone Associations and other associations related to natural stone industry, Fair Authorities, Technological Centres, Museums, Laboratories, Universities and Research Centres for Stone and Publications both in India and Abroad.

6.4. To promote and maintain good relationship with Overseas Stone Industry & Trade to exchange know-how, technological developments and information with other institutions to help Natural Stone Industry in India.

6.5. To help maintaining standards in quality and recommend prices for various types and qualities of Natural Stones and finished products.

6.6. To represent before Central, State, Local Governments, Corporations and other bodies, the problems encountered by Natural Stone Industry/Trade and to seek proper remedies.

6.7. To Publish Literature, House Journal and News Letters for development of knowledge and keeping the industry updated on latest happenings, news and events connected with Natural Stone & allied industries.

6.8. To enlighten Members with market conditions, various opportunities and avenues available in various countries for the benefit of Indian Natural Stone Industry.

6.9. To create a permanent Research and Development wing to conduct Exhibitions, Seminars and Conferences in connection with Quarrying, Processing, Marketing, Trading, Shipping and on all matters related to Natural Stone Industry and to conduct inspection and testing of stone.

- 6.10. To maintain a Library of important books, noted journals, magazines, Govt. Publications, Gazette Notifications etc.
- 6.11. To formulate various sub-committees to deal with the different disciplines concerned with Natural Stone Industry and trade.
- 6.12. To arbitrate and settle disputes between the members and foreign buyers / seller, among the members and Natural Stone industries people, when referred to, by both sides by resorting to ADR (Alternate Dispute Resolution) methods subject to the specific provision in their contract.
- 6.13. To help maintain a good spirit of business relationship among the members.
- 6.14. To receive donations, loans, grants or other monetary and non-monetary aid from Organizations, Associations, Chambers, Institutions, State & Central Governments, Individuals, Banks, national and international sources etc., to project and promote Federation Aims.
- 6.15. To promote collective decision making in the Federation
- 6.16. To establish **and to associate with other private or govt. institutions for** Research & Development Centre, Training Institute, related to R & D activities, Stone Testing Laboratory, Stone **Museums, Exhibition Centres** and educational institutes relating to natural stone industry.
- 6.17. To maintain a Corpus fund of all Life Membership and Patron Membership fees by investing in fixed deposits with nationalised banks.
- 6.18. To establish a Registered Trust to promote R & D activities

7. Membership

7.1. Eligibility:

Any Proprietary / Partnership Firm / Company / LLP / Institution / Association / Federation / **Trust** / other bodies **registered in India or anywhere in the world** engaged or involved in Natural Stone quarrying / fabricating / processing / buying / selling / dealing / exporting / importing of natural stone and dealing with allied stone industries such as in manufacture and marketing of stone machinery, tools, consumables, diamond tools, other abrasives and / shipping / inspection / **stone related publication house** shall send an application in the prescribed form duly proposed and seconded by **members** of the Federation to **the** General Secretary of the Federation together with other information such as **GST registration certificate** as may be required by the Federation and the application fees along with Life Membership fee, Annual Subscription fee or Patron Membership Fee as applicable and also any other statutory requirement **from** time to time.

In case the turnover is less than 20 lakhs, instead of GST certificate any other related documents, **such as Shop & Establishment Certificate confirming the**

existence of the business establishment. A certificate issued by an authorized Chartered Accountant is also acceptable.

7.2. Membership Fee:

7.2 (a). **Application Fee:** Any Firm / company / organization qualified as per clause 7.1 and wishes to be a member, has to pay a non refundable application fee of Rs. 2,500/- + service tax and any other taxes as applicable from time to time.

7.2 (b). **Ordinary Member:** Any firm / company / organization qualified as per clause 7.1 **that** wishes to become an ordinary member, has to apply for membership in the prescribed form, by paying the annual subscription fee **of Rs.15,000/-** (for the current financial year) **plus** GST and any other taxes as applicable from time to time fixed by the government along with the **non-refundable** application fee as given in clause no. 7.2(a)

The existing ordinary members can continue by paying annual renewal fee regularly. Further they can convert **their membership** to Life membership by paying applicable membership fee at the time of conversion from ordinary member to life member. Note: 1) No adjustment will be made from the annual subscription fee paid by the ordinary member to convert their status into life membership.

Note: 2) For Overseas members application fee **of US\$200 + Ordinary Membership fee of US\$200+ GST is applicable.**

These Overseas members **do** not have any voting rights and **cannot** contest the election to the Executive Committee.

7.2 (c). **Life Member:** Any Firm / Company organization qualified as per clause 7.1 **that** wishes to become a Life member, has to apply for membership in the prescribed form, by paying the fee of Rs.40,000 + GST and any other taxes as applicable from time to time along with the **non-refundable** application fee as mentioned in clause no. 7.2(a)

Note: For Overseas members application fee **of US\$200 + Life Membership fee of US\$2500 + GST is applicable.**

These Overseas members **do** not have any voting rights and **cannot** contest the election to the Executive Committee.

7.2 (d). **Honorary Member:** The Executive Committee may confer Honorary Membership of the Federation to distinguished / eminent personalities from India or Abroad who have contributed to the growth and development of the Granite & Natural Stone Industry for the duration of **the term of the** present Executive Committee or less. Such members shall be invited to all important functions of the Federation and shall be extended necessary courtesies. The total number of Honorary members shall **not exceed more than 5 members**. The Honorary Member should not be enrolled from the stone industry.

7.2 (e). **Co-opted Members:**

The Executive Committee can co-opt additional members from the Natural Stone Industry of India to give proper representations to every aspect of the industry up to a maximum of **10 members comprising of 2 members from North zone, 4 members from South zone, 3 members from West zone and 1 member from East zone** with the consent of the concerned **members**.

The term of the Co-opted member will be same as the term of EC that co-opted them.

No member can be co-opted for more than 2 terms continuously. Partial term will be considered as a full term.

Defeated candidates / members in that particular period are not eligible to be co-opted as EC members.

7.2 (f). Co-opted members will be members of Executive Committee but will not have voting rights and cannot be a candidate for the post of any office Bearer and cannot be a Chairman of any Sub Committee nor can they propose or second anybody as office bearers or chairman of sub committee or propose or second any resolution.

7.2 (g). **Patron:** The Executive Committee may nominate the Associations, Govt. Corporations, Trade Promotion Councils, Trade Development Bodies having activities connected with the objectives of the Federation or any highly respected individual as patron on payment of one time fee of Rs.10.00 lakhs + GST and any other taxes applicable from time to time. The Patron will be a Member of the Federation and of the Executive Committee with all rights of elected Executive Committee Member except that they cannot be a candidate for the post of office bearer unless they are elected by the general body in the general election from the zone in which their business activities falls. Patron Members should not exceed 2% of the total membership as at the beginning of the financial year. The percentage can be altered by the decision of the general body.

Life members can convert their membership into Patron membership by paying a sum of **Rs.9,60,000 + GST** and other taxes fixed as applicable from time to time with the approval of **the** Executive Committee. However, they need not pay application fee.

7.2 (h) Revision of Admission / Membership fees for Ordinary, Life and patron members can be done by the Executive Committee after obtaining approval from the General Body.

7.2 (i) A Member can hold membership under only one Category and only from one zone.

- 7.3. **Grant of Membership:** All applications for membership duly completed in all respects received with the required fee and documents shall be considered by the Executive Committee, at its meeting and on approval by the Executive Committee or otherwise, the General Secretary shall inform the applicants accordingly. The membership shall commence from the date of approval of membership by the Executive Committee.

The Executive Committee shall either accept or reject the said application at its discretion without assigning any reason.

- 7.3 (a) Anyone whose application for membership of the Federation is rejected by the Executive Committee, shall not be eligible to apply for membership again for a period of two years (from any zone) from the date of refusal of the membership application.

7.4. **Register of Members:**

- 7.4 (a). A register of all category of Members shall be maintained with the details like Name, Address and authorized persons as mentioned in clause no. 5.21.

- 7.4 (b). Any change of authorized person should be incorporated in the register of members before 90 days of AGM / SGM / EGM and the correction recorded 90 days prior to AGM / SGM / EGM will only be valid for AGM /SGM / EGM.

- 7.4 (c). **In case of proprietary concern, if the proprietor dies, any one of the legal heir can be allowed to continue as member of the Federation, upon request and submission of death certificate and such legal heir shall be the authorized person and shall pay a fee of Rs.2000+ GST, after the approval of the Executive Committee.**

7.5. **Privileges of Ordinary, Life and Patron members:**

Every Ordinary, Life and Parton member of the Federation shall be entitled to the following privileges subject to the payment of relevant membership fee and any other dues, in time.

- 7.5 (a). To receive gratis all the publications of the Federation.

- 7.5 (b). To use the library facilities

- 7.5 (c). To attend, speak and vote at any general meeting of the Federation.

- 7.5 (d). To propose or second or vote at any election held by the Federation.

- 7.5 (e). To avail the benefit of various concessions offered by the Federation on specific projects, events, advertisements etc.

- 7.5 (f). To contest the election for a member of the Executive Committee, subject to clause 12.1 (a), (b) & (c).

7.6. **Withdrawal of Privileges**

- 7.6 (a). A member shall be liable to have all or any of the rights and privileges allowed by the Federation withdrawn for any of the reasons stated in clause 7.6 (b), (c) & (d) and 7.8 and its sub clauses by a resolution of the Executive Committee passed at a meeting where the subject is specifically listed in Agenda for consideration, provided always that in the case of withdrawal of any or all of the rights and privileges, the resolution be passed with 3/4 members present and member present in the meeting shall not be less than half of the total strength of the Executive Committee, for the reasons stated above. The member so affected to be informed by the general secretary. The member has the right to appeal to the general body, if he so desires. The member so affected shall have to inform within 30 days his decision to appeal before the general body through the general secretary. The decision of General Body will be final and binding.
- 7.6 (b). Neglecting or refusing to abide by or carry out any order of the Executive Committee in conformity with the Bye-laws of the Federation.
- 7.6 (c). Knowingly violating or disregarding any of the Bye-laws of the Federation.
- 7.6 (d). Failure to pay any difference of Arbitration or appeal fee when due or non-payment of any penalty imposed in pursuant to the Byelaws.

7.7. Refund of Membership Fee and other fee:

Ordinary, Life and Patron membership fee and other fees are non refundable in the event of resignation / termination / withdrawal of membership.

7.8. **Disqualification of Membership and Termination of membership:**

- 7.8 (a). If a member furnishes any false information at the time of applying for membership or later and if it comes to the notice of the Federation, then such member may be disqualified or may be expelled from the membership of the Federation.
- 7.8 (b). A Member who has outstanding dues to the Federation (other than subscription fee which is dealt in clause 27.5 and 27.6) for over two years, **will for-feit** all his rights, privileges and facilities **until the member pays the outstanding dues.**
- The member will be served a 30 days notice by registered post with acknowledgement due to his address registered with the Federation.**
- 7.8 (c). Any member taking financial benefits directly or indirectly, illegally by any means from the Federation will be disqualified from membership of the Federation after being given 30 days notice by registered post with acknowledgement due.

- 7.8 (d). Any member hiding any information and is involved in any contract with the Federation or withdrawal or misuse of funds of the Federation for his personal gain will be treated as guilty and under such circumstances his membership will be terminated from the Federation after being given 30 days notice by registered post with acknowledgement due.
- 7.8 (e). No member or group of members are permitted to carry out parallel activities of similar nature of the Federation (except registered local bodies or Associations). The action of any member or group of members involved in such activities will be treated as detrimental, to the interest of Federation and such member or group of members are liable to be disqualified from the membership of Federation after being given 30 days notice by registered post with acknowledgement due.
- 7.8 (f). If any financial irregularity in handling the Federation funds by a member come to notice, the matter should be referred to the disciplinary committee for investigation and recommending to the Executive Committee for suitable action.
- 7.8 (g). Any member having any grievance with the functioning of the Federation should forward their grievance in writing to the president / general secretary to seek clarification before taking any legal action against the Federation or its office bearers.

Any member who violates the above procedure stands to be disqualified.

7.9. Change of Name of Proprietary / Partnership firm / Registered Company / Association / Federation etc :

- 7.9 (a). Mere change of name of a Proprietary / Partnership Firm, Company / LLP / Trust or Association / Federation etc does not disqualify the membership. However, such change is to be reported to the Federation as per clause no. 7.11 in writing with all documentary proof within two months of such change with necessary fee. The EC shall approve the change of name and intimate the same to the member if the application for change is in order and the same will be incorporated in the register of members on the day of approval by EC.

If the change of name is not reported within two months of such change as per clause no. 7.11 and if member approaches for such change after two months, the same may be **considered** by condoning the delay by the Executive Committee and the same may be **approved** in the EC.

7.10. Explanation regarding Authorized Person of the member

In case of Proprietary concern only Proprietor is **the** authorised person, in case of Partnership Firm any two partners can become authorised persons, in case of Limited / Private Limited / LLP Company any two Directors can only become authorised persons and in case of Association / Federation elected President and General Secretary, **in case of Trust any two trustees** only can become the

authorised persons. Any one of the authorised persons of the member is **permitted to represent the member in the federation at a time.**

The name of such authorised persons should be entered in the application form by the applicant at the time of submitting the application and the same after the approval of the EC are to be entered in the Members Register maintained by the Federation.

Only Authorised persons whose names are entered in the Members Register are permitted to communicate with the Federation **in writing**, for seeking any information / documents of FIGSI for verification.

7.11. Change of Name / Change of Address of Registered Office / Change of Constitution / change of authorized person:

Whenever there is any change in the name of member or change of address of Registered Office or change in the constitution of the Proprietorship, Partnership firm or a Company, LLP, Organization / Association, Trust etc or change of authorized person, the same shall have to be intimated to the Federation with proof of such change accompanied by fee of Rs.2,000/- (Rupees Two thousand only) every time within a period of two months from the date of such change by nominating the person/s as per clause 5.21 & 7.10 as the authorised person supported by a letter from the Proprietor, Partners or by a resolution passed by existing Board of Directors / Executive Committee etc as the case may be.

In case, the member approaches for such change after two months, the same may be considered by condoning the delay by the Executive Committee and the same may be approved in the EC.

7.12. **Transfer of membership:**

Transfer of membership shall not be allowed under any circumstances.

7.12 (a). **If a member loses their membership certificate / photo id card, the member can request in writing for issue of duplicate certificate / photo ID card by paying a fee of Rs.1,000/- + applicable GST.**

8. **BANK ACCOUNT**

8.1. Bank accounts shall be maintained only in **Nationalised Banks** as may be agreed upon by the Executive Committee and shall be operated by such persons authorised by the Executive Committee

8.2. **ACCOUNTS & AUDIT**

The Federation shall maintain the true books of accounts as per laws in which all receipts, expenditure relating to the Federation shall be entered and such books of accounts shall be kept at the office of the Federation. The Treasurer shall at the end of each year i.e. on 31st of March prepare the income and expenditure account as required by law and such accounts shall be audited by a Chartered Accountant

appointed by the Federation. If Executive Committee desires, Internal audit at reasonable intervals may also be arranged for.

If necessary, the Chartered Account / Auditor of FIGSI may be invited to AGM for clarification of accounts.

8.3. All income / receipts may be received by the Chief Executive Officer / Treasurer and proper receipt issued immediately. The amount to be deposited in the bank account of the Federation within next working day.

8.4. Imprest Account: Chief Executive Officer can keep an amount of **Rs.25,000/** and Treasurer can keep an amount of **Rs.10,000/-** at any time as imprest to take care of emergent expenses.

9. FINANCE MANAGEMENT

9.1. In order to bring financial discipline, EC may formulate norms from time to time which should be followed by all members

9.2. Matters of Income and Expenditures, Mobilising resources, Management of Federation funds and Bank Accounts will be controlled by the President, Treasurer and General Secretary. In all these matters, the norms specified by the Executive Committee will have to be followed.

10. GENERAL BODY

10.1. Authorized persons whose names are entered in the register of members of the Federation are only allowed to attend AGM / SGM / EGM. If there is a change in the name of authorized person, the changes recorded Ninety days (90) prior to the meeting is only valid. Those members who are in arrears of payment of any dues to the Federation will not be allowed to attend the General body meetings. Proxy is not allowed. (Proxy allowed only for voting to elect EC Members – Refer Clause No.13 and its sub clauses).

10.2. Annual General Meeting shall be held once in a year to consider the following:

10.2 (a). To receive & adopt the Annual Report of the Federation.

10.2 (b). To receive and adopt the audited statement of accounts.

10.2 (c). To appoint auditors & fix their remuneration.

10.2 (d). To approve budget estimate for ensuing year.

10.3. Alteration of Memorandum of Association.

10.3 (a). Whenever it shall appear to the Executive Committee of the Federation registered under The Karnataka Societies Registration Act, 1960 which has been established for a particular purpose or purposes that it is advisable to alter, extend or abridge such purpose or for other purposes specified in section 3 of The K.S.R. Act, 1960 the EC may submit the

proposition to the members of the Federation in a written or printed report, and may convene a special general meeting for the consideration thereof according to the rules and regulations of the Federation. But no such proposition shall be deemed to have been approved unless such report has been delivered or sent by post to every member of the Federation twenty-one days previous to the date of the special general meeting convened by the EC for the consideration thereof, and unless such proposition shall have been agreed to by the votes cast in favour of the proposition by members who being entitled to do so, vote in person, and such votes are not less than three times the number of the votes, if any, cast against the resolution by members so entitled and voting and confirmed by a similar majority of votes at a second special general meeting convened by the EC after an interval of thirty days after the former meeting.

10.3 (b). Every change in the Memorandum of Association approved under clause 10.3 (a) shall be filed with the Registrar within thirty days (30) from the date of making thereof and the Registrar may if he is satisfied that the change is in accordance with the provisions of The K.S.R. Act, 1960 and the rules made thereunder register such change. Such change shall not have effect until it has been so registered.

10.3 (c). **Change of Name, Rules and Regulations:** The name and the rules and regulations of the Federation may be amended by a resolution passed at a special general meeting convened for the purpose for which written or printed notice shall have been delivered or sent by post to every member of the Federation twenty-one (21) days previous to the date of the special general meeting and the resolution proposing the amendment is passed by the votes cast in favour of the resolution by members who being entitled to do so, vote in person and such votes are not less than three times the number of the votes, if any, cast against the resolution by members so entitled and voting.

10.3 (d). Every amendment made under clause 10.3 (c) shall, within thirty days (30) from the making thereof be filed with the Registrar and if the Registrar is satisfied that the amendment is in accordance with the provisions of The Karnataka Societies Registration Act, 1960 and the rules made thereunder, shall register it. Such amendment shall have effect only after it is so registered.

10.4. No amendments to the Memorandum of Association & Rules & Regulations shall be made which may prove to be repugnant to the provisions of Sec. 2 (15), 11, 12, 13 & 80G of the Income-tax Act 1961. Further no amendment shall be carried out without the prior approval of the Commissioner of Income-tax.

10.5. The Annual, Special & Extraordinary General meetings shall be presided by the President or any one of the Vice-Presidents in the absence of the President. In the absence of the President and Vice Presidents of the Federation, any member so elected shall preside over the meeting.

- 10.6. Executive Committee to decide the date, time, venue and agenda for AGM / SGM / EGM. 21 days clear notice shall be given to all members to convene the Annual, Special and Extraordinary General Body meeting stating the date, place & the time of the meeting with agenda and explanatory statement wherever necessary.
- 10.7. A SGM/EGM may be convened at any time on the request of the President or the E.C. or on the request of not less than one third of the total number of members of the Executive Committee, or one tenth of the total number of members of the Federation, entitled to vote, who shall state in writing the business for which they wish the meeting to be convened and the E.C. shall, within ten days from the date of receipt of the requisition, proceed to call a meeting for the consideration of the business stated on a day not later than forty days from the date of receipt of the requisition.
- 10.8. In the following matters before AGM / SGM / EGM approval of 2/3 member present and voting shall be required in addition to the Executive Committee resolution.
- 10.8 (a). To purchase, acquire, exchange or sale of immovable property
- 10.8 (b). To mortgage immovable property belonging to the Federation to Bank/s or financial institutions for securing loans and facilities in the ordinary course of business.
- 10.8 (c). Lease of immovable property belonging to the Federation or to take on lease immovable property for use of Federation for a period exceeding five years.

11. EXECUTIVE COMMITTEE

- 11.1. The Executive Committee (EC) shall consist of the following office bearers and members elected by the SGM/AGM, shall elect the following Office Bearers:

President	1
Vice Presidents	6 (at-least one from south, & West zone)
General Secretary	1
Joint Secretaries	5 (at-least one from south, & west zone)
Treasurer	1
Jt. Treasurer	1
Members	55
 Total	 70

The number of Executive Committee members elected will be 70 members in total from all the Zones.

Note: Founder President and Immediate past President are ex-officio members of Executive Committee and patron members are also members of Executive Committee.

One Vice President may be from North, provided he is from Delhi or near about. This is because he will be available to represent the Federation before Govt. and other agencies in the capital.

One of the Vice President stationed at Bengaluru shall assist the President in all the activities of the Federation and also shall be Chairperson of the meeting in the absence of the President.

11.2. Executive Committee Meeting Attendance: It is expected of Executive Committee Members to attend the E.C. meetings regularly.

11.3. If a member is unable to attend the meeting, he / she must convey the same to the Secretariat in writing for leave of absence.

11.4. **It is mandatory that an** Executive Committee Member shall attend **40%** of the Executive Committee Meetings during his term.

If an Executive Committee member (Elected or Co-opted) is unable to attend **40%** of the EC meetings (fraction above 0.5 will be considered as 1) during his term he will not be eligible to contest the forth coming elections to the Executive Committee and also not eligible to be co-opted for the next term of EC.

General Secretary has to maintain the attendance register of EC Members and Co-opted Members.

The Executive Committee Member who is deputed for Federation work on EC meeting day, shall be considered to have attended the Executive Committee meeting.

11.4 (a). The office bearers who are running the organization have more responsibility than the other EC members and they have to attend minimum **60%** (fraction above 0.5 will be considered as 1) of the Executive Committee meetings in their tenure to qualify for contest in the next election.

11.5. Founder President and Immediate Past President shall be Ex-Officio Members of the Executive Committee with voting right.

11.6. **Function of Advisory Committee:**

The President or Executive Committee can seek the advise from the Advisory Committee from time to time for the better functioning of the Federation and in the matter related to natural stone industry.

The member of Advisory Committee can also be part of promotion activity of the Federation.

The member of Advisory Committee can be a Chairman and also part of any Sub Committee.

11.7. Election to the Executive Committee

The members of Federation are divided into 4 zones i.e. North Zone, West Zone, South Zone and East Zone.

EC to add the names of the States in the Zones as and when new states are formed. EC has the power to rearrange the states in the zones or to add / divide a zone with the approval of General Body.

The states under each zone are as follows:

11.7 (a). **East Zone** comprising of Arunachal Pradesh, Assam, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Sikkim, Tripura, West Bengal, Andaman & Nicobar Islands (UT).

11.7 (b). **North Zone** comprising of Chhattisgarh, Haryana, Himachal Pradesh, Jammu & Kashmir, Madhya Pradesh, Punjab, Uttarakhand, Uttar Pradesh, Chandigarh (UT) & Delhi (NCR)

11.7 (c). **West Zone** comprising of Goa, Gujarat, Maharashtra, Rajasthan, Dadra and Nagar Haveli (UT), Daman and Diu (UT).

11.7 (d). **South Zone comprises** of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, **Telangana**, Puducherry (UT) & Lakshadweep (UT).

11.8. **The total members of the Executive Committee shall be 70 members from all Zones. Number of members from each zone will be in pro-rata to the total number of members in that zone. (extra two seats are kept to cater to the fraction that arise from calculation of pro-rata i.e. 0.5 and above will be considered as one)**

Where members in a zone are below 20, it will be represented by 1 EC member.

The General Body has the power to increase or decrease the number of members that constitute the Executive Committee.

11.9. Elections shall be held at Bangalore where the registered office is situated.

11.10. The term of the **Executive Committee** shall be 2 years from the date of assuming office.

11.11. Formation of Executive Committee

11.11 (a). **Procedure to be adopted to elect Executive Committee Members**

Before 60 days of the expiry of the term of the Executive Committee a notice to be sent to all members who are on the Rolls of the Federation, to intimate by a prescribed date, in writing, if they wish to serve on the Executive Committee for the next term, if they are qualified as per clause 12.1 (a), (b) & (c). However, those members who have not paid membership fees and other dues **to the**

Federation on the date of filing their willingness (nomination paper) will not be eligible to serve on the Executive Committee.

11.11 (b). **The total members of the Executive Committee shall be 70 members from all Zones.** Founder President and Imm. Past President are Ex-officio members of EC with voting rights and Patron members are members of the Executive Committee with voting rights.

11.11 (c). The Executive Committee members as per 11.11 (b) will elect the office bearers in its first meeting.

Advisory committee shall nominate one of the non-contesting past presidents to chair the meeting and conduct the election of the office bearers. The Chairperson from the Advisory Committee will have voting rights only in case of tie between contesting candidates.

After the election the newly elected president shall chair the meeting.

11.11 (d). The eligible members can contest the election from their respective zones only.

All the members of the Federation are eligible to vote for the candidates from all the zones to elect the executive committee members.

11.11 (e). If an Authorized Person is representing two or more members from any zone such Authorized Person can contest, the election representing any one of the members only.

11.11 (f). In case the nominations received are more than the number of seats specified, then election will be held at Bangalore where the registered office of the Federation is located. The members will cast the vote and elect the Executive Committee members from all the four zones.

11.11 (g). In the event of less number of candidates for the Executive Committee, the vacancy can be filled by the Executive Committee by nominating members as far as possible from the respective Zones.

11.12. **Election Officer**

11.12 (a). **Election Officer:** Executive Committee will appoint on contract basis a respectable, neutral person (outside the Federation) as an Election Officer who will be responsible for the smooth conduct of election.

11.12 (b). **Duties and responsibilities of election officer:** Duties and responsibilities of the election officer includes scrutinizing of nomination papers, preparing valid nomination list, **announcing of**

voters list as per the various provisions of the bye laws, preparation and printing of ballot paper, distribution of ballot paper, conduct election, counting of votes and announcing the final result.

11.12 (c). EC can form a Sub Committee of maximum three members to help the election officer from the non contesting members of the Federation.

11.12 (d). Chairman of Election Sub Committee: Executive Committee will nominate a non contesting member of FIGSI with experience as Chairman of the Election Sub Committee from election Sub Committee members as per clause no.11.12 (c). Clause no 7.2 (f) does not apply to this Sub Committee. Chairman of Election Sub Committee will be an invitee to EC during the period from the date of his appointment till the election process is completed.

11.12 (e). **Calendar of Events:**

Executive Committee has to declare the date of election and also calendar of events for the election. The decision of Executive Committee regarding the declaration of election and the calendar of events are final.

11.13. Immediately on the expiry of the prescribed date, the list of members opting to serve on the Committee, zone wise, would be tabulated. A note giving information of the eligible members from each zone opting to serve on the executive committee will be prepared for circulation to members, eligible to attend AGM/SGM/EGM. The category of the membership together with the number of vacancies on the Executive Committee from each zone will also be intimated.

11.14. If the members opting to serve on the Executive Committee exceeds the number of vacancies, the Executive Committee shall give 21 days notice to convene AGM/SGM/EGM for election. Election officer will conduct the election.

11.15. Elected Members of the Executive Committee together with Founder President, immediate past President and Patron members would elect office bearers.

11.16. The Executive Committee, with the office bearers, thus elected, shall remain in office for a period of two years from the date of assuming office. It would be reconstituted after fresh election as per guidelines provided in these bye laws. The outgoing members of the Executive Committee would be eligible to seek re-election. In case the General Body meeting could not be convened for any reason, the office bearers would continue to hold office till such time the general body meeting is convened. However, they can hold office for an extended period of 3 months only before the expiry of which new Executive Committee should take office and they will elect office bearers as per the provisions of these bye-laws. An approval from the Registrar of Societies has to be obtained for the same.

- 11.17. If a necessity arises during the two year period to fill a vacancy in the EC, the EC shall nominate a member willing to serve on the EC (from out of the respective zone as far as possible) and fulfilling the guidelines mentioned in these Bye-laws for the unexpired period of the Executive Committee.
- 11.18. In case of vacancy of Office bearers, the Executive Committee can nominate an elected member of executive committee to hold office as office bearer for the unexpired period.

12. ELIGIBILITY TO CONTEST FOR THE ELECTION TO THE EXECUTIVE COMMITTEE

- 12.1 (a). To contest election for the Executive Committee, the Authorized Person should be Proprietor in case of Proprietorship, Partner in case of Partnership Firm, Director in case of Limited / Private Limited / LLP Company etc. whose names are entered in the Members Register of the Federation, according to the terms and conditions laid-down in the bye-laws.

In case of Partnership, the consent letter from the other partner to contest election should accompany the nomination form.

In case of Private Limited Company, the Board Resolution of the company to contest election among these Authorized persons should accompany the nomination form along with DIN number.

In case of Limited / LLP Company, the Board Resolution of the company to contest election among these Authorized persons should accompany the nomination form along with the letter from the Company Secretary certifying the authorized persons with DIN number. (DIN: Director Identification Number).

Association, Federation and Trust are not eligible to contest election.

- 12.1 (b). A member who has no dues and paid annual subscription fee as on date of filing the nomination only can contest for the election to the Executive Committee.
- 12.1 (c). To contest for election as a member of Executive Committee the member should have completed a minimum of two years of uninterrupted membership from the date of joining to the last date of filing the nomination.
- 12.1 (d). A member, who has not attended the required number of EC meetings conducted as per clause no. 11.4 and 11.4 (a) during his present tenure as EC Member (Elected or Co-opted) from the date of his assuming office till the date of declaration of election to EC by EC, is not eligible to contest the forth-coming election.

13. VOTING:

- 13.1. Authorized persons (refer clause no. 7.10) whose names are entered in the Register of members of the Federation as per clause no. 10.1 and who are not in arrears of payment of annual subscription fee and any other dues are eligible to attend AGM/SGM/EGM and vote on the resolution/s. Please refer clause 13.8 regarding eligibility to vote to elect the executive committee members.
- 13.2. In case there is equality of voting either in General Body meeting or in Executive Committee meeting on a resolution, the President shall have a casting vote in addition to his vote. The privilege of casting vote is only available to the elected President of the Federation and not to the person who is officiating as President for that particular meeting.
- 13.3. Voting to elect EC Members shall be done by secret ballot
- 13.4. Members are allowed **to vote in person / by Postal Ballot / Proxy** according to their choice. The members have to request for postal ballot / proxy in the prescribed form issued by the Federation on or before the due dates specified by the Federation. **Proxy** voting is allowed only to elect Executive Committee Member in the **Special** General body meeting for **conducting election**.
- 13.5. The Federation is also open to use the electronic voting machine in lieu of printed ballot papers.
- 13.6. Voting may be done by online method also. **For counting of votes, scanning machine and computer may be used.**
- 13.7. **Procedure for casting the vote in person:** The following are eligible to vote in person in the election for the Executive Committee.
 - 13.7 (a). An authorized person (refer clause no. 7.10) whose name appears in the membership register, is allowed to vote personally, presenting ID / smart card issued by FIGSI.

In case of a Proprietor having different proprietary firms and those firms having membership, the Proprietor shall collect all ballot papers together and has to cast the votes at a time.
 - 13.7 (b). Members who have opted for proxy voting can nominate the person in the prescribed form issued by the Federation with the photograph of the nominee, duly attested by the signature of the member and the seal of the company in such a way that a portion of the signature and seal should be on the photograph and balance on the proxy form. The members should also attest the signature of the proxy, in the proxy form issued by the Federation. The proxy should identify himself before the election officer by producing Govt. approved ID proof.
- 13.8. Only those Members who have completed 6 months as Members of the Federation i.e. from the date of acceptance of membership to the date of

election shall be eligible to vote for the election of members to the Executive Committee of the Federation.

13.9. Printed Ballot Paper / Postal ballot / Proxy

A Separate list of candidates from each zone opting to be members of the Executive Committee where election is needed, shall be printed, with counterfoil alone being duly numbered, and shall be deemed to be the Ballot paper for the election. Each of such list shall indicate the number of candidates to be elected and the manner of voting and shall contain a column for the voter to stamp a cross mark [X] opposite the name or names of the candidate for whom he wishes to vote. Any other mark on the Ballot paper will render the Ballot Paper invalid.

Every voting/ballot paper, in respect of election of members to the Executive Committee, must on completion contain votes not more than the number of candidates to be elected.

The ballot paper shall not be defaced or tampered with.

It is also open to use the postal ballot facility. The postal ballot papers may be kept ready for issuance. Postal ballot papers are to be issued on request within prescribed date as per the calendar of events.

Proxy form must be printed and made available to the members on request within the prescribed date as per calendar of events.

13.10. The Federation will provide list of eligible voters to the election officer to be notified along with calendar of events

14. TERM OF THE OFFICE BEARERS:

14.1. No member elected as an office bearer of the Federation shall hold the same post for more than 2 terms continuously. Partial term is taken as full term for this purpose.

14.2. The term of the office bearers will be for a period of two years from the date of assuming office subject to clause no. 11.16.

15. FUNCTIONS OF THE EXECUTIVE COMMITTEE:

15.1. The Executive Committee shall meet once in 2 months or more by giving at least 15 days notice to members, to conduct and transact matters listed in the agenda. At-least three EC meetings to be conducted outside Bangalore during the term of the EC.

15.2. To implement decision taken in the General Body Meeting.

15.3. To decide venue of the AGM/SGM/EGM.

- 15.4. To appoint staff for specific requirements for International Fairs, Conferences, Workshop. To appoint Advisors, Consultants, Contractors and Service Agencies / Organizations, for Federation work.
- 15.5. **To employ a paid professional, designated as Secretary General to run the entire administration.**
- 15.5 (a). To employ a paid professional, designated as Chief Executive Officer to supervise the administration of the Federation.
- 15.6. To open one or more bank account in the name of the Federation in any Nationalized Bank / **Banks** as decided from time to time and such Bank Account/ Accounts shall be operated jointly by the Treasurer or President along with the General Secretary or designated Vice President or Secretary General. The funds of the Federation shall be invested as specified under the provisions of Sec. 13(1) (d) read with Section 11 (5) of the Income-tax Act 1961 with the prior approval of the Executive Committee.
- 15.7. To nominate and authorize member/s to attend any meeting on behalf of the Federation. To meet and discuss with any International Organisation, Govt. Institution, Central or State Governments and to participate in any national / international events.
- 15.8. To form Sub-committees for various industry disciplines to give proper representation to each branch of important activity of Natural Stone Industry.
- 15.9. To form sub-committees for Finance, Administration, Public Relation, Liaison, Publication, Co-ordination, Stona etc and other important aspects for smooth and efficient functioning of the Federation as envisaged under these rules. To form disciplinary committee as per clause No.5.17.
- 15.10. To consider and approve applications for new membership.
- 15.11. To withdraw certain or all privileges to members and terminate membership of any member as per provision of Clause No.7.6 and 7.8 inclusive of all sub clauses.
- 15.12. To help maintain standards in quality and recommend prices for various types of Natural Stones in different forms, if and when such necessity arises.
- 15.13. To settle and/or arbitrate any dispute among members / member firms when referred to, by both sides.
- 15.14. To discuss, deliberate and pass necessary resolutions on all important matters concerning promotion of India's Natural Stones i.e., Granite, Marble, Sandstones, Slates, Quartzite etc., and ratify when necessary, actions taken in the interest of the industry.
- 15.15. To ratify any or all actions taken in good faith in Federation matters in extra ordinary circumstances or emergency situations.

- 15.16. To withdraw certain specific or all powers of any Office Bearer in case of misuse, abuse of delegated powers or in case of committing any violation of Bye-laws or Norms or guidelines or directives of the Executive Committee and even remove the Office Bearer from the post after giving an opportunity to the concerned member to explain his actions, before taking further action.
- 15.17. To engage the services of Auditors, Architects, Engineers, Geologists, Contractors, Advocates, Solicitors, Vakils or Pleaders for the purpose of the Federation. To pay such remuneration as may be found necessary. To authorize all or any of them to represent the Federation in all duly constituted courts of law or before any arbitrator or arbitrators, Govt. authorities, or any committee in connection with any matter affecting the interest and welfare of Indian Natural stone industry.
- 15.18. To insure or keep insured all or any of the buildings and other property of the Federation and incur and pay the necessary insurance premium for the same.
- 15.19. **Destroying of Election papers:** The sealed covers containing the valid and invalid voting papers (Ballot papers) shall be preserved in the Office of the Federation for a period of three months after the date of the voting and shall thereafter be destroyed unopened, by the Executive Committee in one of their meetings, provided there is no dispute and no challenges pending by the members.
- 15.20. **Executive Committee** is vested with the power to interpret any clause in the Memorandum of Association and Rules & Regulations of the Federation in case of ambiguities and also to take suitable decision for the smooth functioning of the Federation and the same has to be placed before the next General Body for its approval.
- 15.21. **Executive Committee** is authorized to file cases in the court of law on any issue affecting the natural stone industry after a decision taken in the Executive Committee meeting in which it is listed as an agenda item.
- 15.22. If an individual ceases to be authorized representative of a member such individual has no right to represent the member in the Federation and has to relinquish all the posts for which he has been selected / elected, immediately.
- 15.23. **No member elected / appointed as a Chairman of the Sub Committee of the Federation shall hold the same post for more than 2 terms continuously. Partial term is taken as full term for this purpose.**

16. QUORUM:

- 16.1. Quorum for the Executive Committee will be 10 elected members.
- 16.2. Quorum for the General Body Meeting shall be 25 Members. In the event, that at a General Body Meeting, the quorum is not present, it shall be adjourned for 30 minutes and after expiry of 30 minutes, the General Body shall re-assemble at the same place, when members present shall constitute the Quorum.

17. FUNCTIONS OF THE PRESIDENT:

- 17.1. The President will be overall in charge of the Management of the Federation and ensure adherence to the provisions of these Bye-laws by all concerned.
- 17.2. He shall preside over the General Body Meetings and Executive Committee meetings. In his absence, one of the Vice-Presidents shall preside over the General Body and Executive Committee Meetings. In their absence, any member selected in the meeting can preside over the meeting.
- 17.3. The President shall ensure that the meetings are conducted with dignity and decorum.
- 17.4. The President shall have superintendence over all the functions of the Federation and his decisions will be final, within the frame work of the Byelaws.
- 17.5. President can take any interim action / decision to safeguard or for smooth functioning of the Federation in case of an emergency, in consultation with atleast two of the Vice Presidents, and General Secretary and with majority approval, which may be ratified by the Executive Committee in its next meeting.
- 17.6. **To attend all legal matters pertaining to the Federation.**

18. FUNCTIONS OF THE VICE PRESIDENTS:

- 18.1. To officiate and carry out the functions of the President, in his absence.
- 18.2. To carry out any specific function to help the President.
- 18.3. To co-ordinate and interact with the members of respective zones.

19. FUNCTIONS OF THE IMMEDIATE PAST PRESIDENT:

To carry on the unfinished work during his Presidential tenure subject to approval of EC.

20. FUNCTIONS OF THE GENERAL SECRETARY:

- 20.1. To look after all the administrative works of the Federation such as convening Executive Committee meetings once in 2 months or more often if necessary as per the bye-law and AGM/SGM/EGM in consultation with the President and circulate the notices, minutes etc., to all the members.
- 20.2. To prepare agenda of all meetings in consultation with the President.
- 20.3. To record the minutes of the EC/AGM/SGM/EGM in appropriate minutes book maintained for the purpose which shall then be signed by the Chairman.
- 20.4. To find out ways and means to augment the resources of the Federation.

- 20.5. To recommend appointment of staff and fix their remuneration commensurate with the work and position.
- 20.6. To keep inventory of the Federation properties and arrange for their safe custody.
- 20.7. To submit periodical returns to The Registrar of Societies as required by The Karnataka Societies, Registration Act, 1960.
- 20.8. To operate Bank account jointly as specified in the bye-laws.
- 20.9. **To attend all legal matters pertaining to Federation.**

21. FUNCTIONS OF JOINT SECRETARIES:

- 21.1. To look after the organizational work of the Federation in consultation with the General Secretary and to assist him.
- 21.2. To discharge duties of the General Secretary in his absence except signing of cheque.

22. FUNCTIONS OF THE TREASURER:

- 22.1. To be in charge of management of the funds of the Federation, within the norms and modes specified by the Executive Committee.
- 22.2. To operate Bank account/s as specified in the bye-laws.
- 22.3. To keep Executive Committee informed about the resources and fund flow.
- 22.4. To draw balance sheet at the end of 31st March every year, to get the accounts passed in the EC, get the accounts audited and present audited accounts before the AGM.
- 22.5. To submit copies of the audited accounts to the General Secretary after approval by the General Body for onward submission to the Registrar of Societies.
- 22.6. To reconcile the Bank accounts at the end of each month.
- 22.7. To prepare the budget for the ensuing year and get it approved by the Executive Committee and General Body.

23. FUNCTIONS OF THE JT. TREASURER:

- 23.1. To discharge the duties of Treasurer in his absence or non-availability or when delegated except signing of the cheques.
- 23.2. Will carry out functions of the Treasurer and assist him in all specified matters in general.

24. LEGAL PROCEEDINGS:

- 24.1. All legal matters by or against the Federation shall be instituted in the name of the Federation through the President / General Secretary. See clause 3 of rules and regulations.

25. AUDITOR, TECHNICAL / LEGAL ADVISER & COORDINATOR:

- 25.1. The Executive Committee may engage the services of an auditor, technical/legal advisers and coordinators whenever considered necessary. They shall be responsible to the Executive Committee.

26. DISSOLUTION:

- 26.1. In the event of dissolution or winding up of the Federation the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members of the Federation but the same shall be transferred to another charitable Association or Institution whose objects are similar to those of this Federation and which enjoys recognition u/ s 80G of the Income Tax Act, 1961.

27. MISCELLANEOUS:

- 27.1. All acts done in good faith by the Federation or by the Executive Committee for good of the Federation shall not be vitiated for commission of any error.
- 27.2. Any act done by any of the office bearers, for and on behalf of the Federation, in a bonafide manner, shall be protected by the Federation.
- 27.3. The benefits of the Federation shall be open to all irrespective of cast, creed or religion.
- 27.4. The funds and the income of the Federation shall be solely utilized towards the achievement of the objects of the Federation and no portion of it shall be utilized for payment to Trustees / Members by way of profit, interest, dividend etc.
- 27.5. The ordinary membership fee is due 3 months prior to the commencement of the financial year i.e., by 31st December. General Secretary shall intimate the member/s by registered post / speed post or courier that membership fees to be paid before 31st March, failing which, the membership will be cancelled.
- 27.6. Any member failing to pay the ordinary membership fee on or before 31st March as per clause No. 27.5 shall cease to be a member and consequently will also cease to hold the respective office for which he is elected. General Secretary to inform the names of such member/s who are expelled for non-payment of subscription to the Executive Committee in the next meeting.
- 27.7. All written communications and documents of movable / immovable assets of the Federation shall be accessible to members' at all reasonable times. No documents / movable property of the Federation shall be taken out of the

premises of the Federation without the written consent of the General Secretary.

- 27.8. The minutes of the General Body or Executive Committee meetings shall be open for perusal by any member at all reasonable times with prior intimation to the General Secretary. Similarly the accounts of the Federation shall be open for perusal by any member at all reasonable times with the prior intimation and consent of the Executive Committee.
- 27.9. All donations, Govt. or Institutional Grants, Financial Assistance etc., shall be recorded in the Annual Report of the Executive Committee.
- 27.10. The income of the Federation will not be distributed among the members but will be utilized only for promoting the objectives of the Federation.
- 27.11. All the provisions of The Karnataka Societies Registration Act, 1960, (amended from time to time) and The Karnataka Societies Registration Rules 1961 (amended from time to time) shall be supreme and shall be followed.
- 27.12. Chapters of the Federation: Executive Committee has the power to authorize to start Chapters / Sub chapters of the Federation at various places / centers and to form the rules and regulations for the smooth functioning of the chapters / sub chapters.
- 27.13. If an authorized person resigns or is removed from the member organization his authorization to represent the member is cancelled. Hence, if such a person is a member of the Executive Committee or an Office Bearer or he is holding any office in the Federation that position automatically will fall vacant and such vacancy which arises will be filled up as per rules and regulations of the Federation.